



**ARKANSAS INSURANCE DEPARTMENT  
LICENSE DIVISION  
1200 WEST 3<sup>RD</sup> STREET  
LITTLE ROCK, AR 72201  
PHONE: 501-371-2750  
FAX: 501-683-2604**

## **HEALTH EXCHANGE AGENCY INSTRUCTIONS**

### **UNIFORM LICENSE APPLICATION FOR CORPORATIONS, PARTNERSHIPS, LIMITED LIABILITY COMPANIES AND LIMITED LIABILITY PARTNERSHIPS**

#### **CORPORATIONS AND LIMITED LIABILITY COMPANIES:**

1. Complete form **AID-LI-HEA** and attach a full copy of the articles of incorporation or the articles of membership. If you need to get information from the Secretary of State, please contact that office at (501) 682-3409.
2. Fees for agency filing are:
  - a. \$35.00 **MAKE YOUR CHECK PAYABLE TO THE ARKANSAS INSURANCE DEPARTMENT**. The check cannot be a counter check/new account check without name and address.
  - b. For each **HEALTH EXCHANGE PRODUCER** over 1, include a \$10.00 fee for each
3. The license will renew annually on October 1.
4. Mail the fully completed application with fee to the Arkansas Insurance Department at address shown above.

#### **PARTNERSHIPS AND LIMITED LIABILITY PARTNERSHIP:**

1. Complete form **AID-LI-HEA** and attach a full copy of the Partnership Agreement. If there is no written Partnership Agreement, attach a statement signed by all partners, which states there is no written partnership agreement.
2. Fees for business entity (agency) filing are:
  - a. \$35.00 **MAKE CHECKS PAYABLE TO THE ARKANSAS INSURANCE DEPARTMENT**. The check cannot be a counter check/or a new account check without name and address.
  - b. For each **HEALTH EXCHANGE PRODUCER** over 1, include a \$10.00 fee for each
3. The license will renew annually on October 1.
4. Mail the fully completed application with fee to the Arkansas Insurance Department at address shown above.

**If you have additional questions concerning the licensing of a Health Exchange Agency, please contact the License Division at (501) 371-2750.**



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(Please Print or Type)

Health Exchange Agency

Business Entity Name, Incorporation/Formation Date, FEIN, Mailing Address, Street Address or P.O. Box, City, State, Zip, Phone Number, Fax Number, E-mail Address

Identify all Licensed Health Exchange Producers:

Name \_\_\_\_\_ SSN \_\_\_\_\_
Name \_\_\_\_\_ SSN \_\_\_\_\_
Name \_\_\_\_\_ SSN \_\_\_\_\_
Name \_\_\_\_\_ SSN \_\_\_\_\_

TYPE OF ENTITY : \_\_\_ Corporation \_\_\_ Partnership \_\_\_ LLC-Limited Liability Company \_\_\_ LLP-Limited Liability Partnership

Please read the following very carefully and answer every question. All copies of documents must be certified. All written statements submitted by the Applicant must include an original signature.

1. Has the business entity or any owner, partner, officer or director ever been convicted of, or is the business entity or any owner, partner, officer or director currently charged with, committing a crime, whether or not adjudication was withheld? Yes \_\_\_ No \_\_\_

“Crime” includes a misdemeanor, felony or a military offense. You may exclude misdemeanor traffic citations and juvenile offenses. “Convicted” includes, but is not limited to, having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere, or having been given probation, a suspended sentence or a fine.

If you answer yes, you must attach to this application:

- a) a written statement explaining the circumstances of each incident,
b) a certified copy of the charging document, and
c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment

2. Has the business entity or any owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license? Yes \_\_\_ No \_\_\_

“Involved” means having a license censured, suspended, revoked, canceled, terminated; or, being assessed a fine, a cease and desist order, a prohibition order, a compliance order, placed on probation or surrendering a license to resolve an administrative action. “Involved” also means being named as a party to an administrative or arbitration proceeding, which is related to a professional or occupational license. “Involved” also means having a license application denied or the act of withdrawing an application to avoid a denial. You may EXCLUDE terminations due solely to noncompliance with continuing education requirements or failure to pay a renewal fee.

If you answer yes, you must attach to this application:

- a) a written statement identifying the type of license and explaining the circumstances of each incident,
b) a certified copy of the Notice of Hearing or other document that states the charges and allegations, and
c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

3. Has any demand been made or judgment rendered against the business entity or any owner, partner, officer or director for overdue monies by an insurer, insured or producer, or have you ever been subject to a bankruptcy proceeding? Yes \_\_\_ No \_\_\_

If you answer yes, submit a statement summarizing the details of the indebtedness and arrangements for repayment.

4. Has the business entity or any owner, partner, officer or director ever been notified by any jurisdiction to which you are applying of any delinquent tax obligation that is not the subject of a repayment agreement? Yes \_\_\_ No \_\_\_

If you answer yes, identify the jurisdiction(s): \_\_\_\_\_

5. Is the business entity or any owner, partner, officer or director a party to, or ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, misappropriation or conversion of funds, misrepresentation or breach of fiduciary duty? Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident,
- b) a certified copy of the Petition, Complaint or other document that commenced the lawsuit or arbitration, and
- c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment.

6. Has the business entity or any owner, partner, officer or director ever had an insurance agency contract or any other business relationship with an insurance company terminated for any alleged misconduct? Yes \_\_\_ No \_\_\_

If you answer yes, you must attach to this application:

- a) a written statement summarizing the details of each incident and explaining why you feel this incident should not prevent you from receiving an insurance license, and
- b) certified copies of all relevant documents.

**Applicants Certification and Attestation**

The undersigned owner, partner, officer or director of the business entity hereby certifies, under penalty of perjury, that:

1. All of the information submitted in this application and attachments is true and complete and I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for license or registration revocation and may subject me and the business entity to civil or criminal penalties.
2. Where required by law, the business entity hereby designates the Commissioner, Director or Superintendent of Insurance, or an appropriate representative in each jurisdiction for which this application is made to be its agent for service of process regarding all insurance matters in the respective jurisdiction and agree that service upon the Commissioner or Director of that jurisdiction is of the same legal force and validity as personal service upon the business entity.
3. The business entity grants permission to the Commissioner or Director of Insurance in each jurisdiction for which this application is made to verify any information supplied with any federal, state or local government agency, current or former employer or insurance company.
4. Every owner, partner, officer or director of the business entity either a) does not have a current child-support obligation, or b) has a child-support obligation and is currently in compliance with that obligation.
5. I authorize the jurisdictions to give any information they may have concerning me to any federal, state or municipal agency, or any other organization and I release the jurisdictions and any person acting on their behalf from any and all liability of whatever nature by reason of furnishing such information.
6. I acknowledge that I understand and comply with the insurance laws and regulations of the jurisdictions to which I am applying for licensure/registration.
7. If required, I have received a Certificate of Good Standing from the jurisdiction's Secretary of State in which I am applying.
8. For Non-Resident License Applications, I certify that I am licensed and in good standing in my home state/resident state for the lines of authority requested from the non-resident state.

**Must be signed by an officer, director, principal or partner of the business entity:**

Month Day Year

Signature

Typed or Printed Name

Title

Social Security Number

Address

City State Zip